

~~SECRET~~

(S)-100-100

6 MAR 1963

MEMORANDUM FOR: Director of Personnel

SUBJECT: Advanced Sick Leave - [REDACTED]

Assignment 321-100-100

25X1

25X1

1. This memorandum contains a recommendation for the approval of Director of Personnel. Said recommendation is in paragraph 5 below.

25X1

2. [REDACTED] GS-04 Clark-Stene of this office, was absent on sick leave and under the care of a physician for an infected eyelid during the period 5-15 February 1963. As a result, she was placed on HOP status for a total of 49 hours.

25X1

3. At the close of the 1962 leave year, [REDACTED] HOP balance was 24 hours. This deficit was caused by an extended absence from her previous position with [REDACTED] of the District of Columbia. Her absence was occasioned by injuries suffered in an automobile accident.

25X1

4. [REDACTED] has demonstrated that she is a dependable employee and it is desired to replenish the significant reduction she has suffered as a result of being carried on an HOP basis.

25X1

5. It is requested that [REDACTED] be advanced 49 hours sick leave to cover the period of 5-15 February 1963.

25X1

25X1

JACK C. LINDFORD
Colonel, USAF
Assistant Director
(Special Activities)

The recommendation in paragraph 5 APPROVED:

Approved via phone today
(Approval was granted between 8-12 March 1963)

WILLIAM D. FORBES
Director of Personnel

3 MAY 1963

~~SECRET~~

DOCUMENT NO. _____
CLASSIFIED BY _____
EXEMPT FROM GDS _____
EXEMPT FROM GDS 16: 75 S 6
EXEMPT FROM GDS 16: 2011
EXEMPT FROM GDS 16: _____
DATE: 25/7/81 REVIEWER: 064540

25X1

FB/OSA mrs
(6 March 1963)

Distribution:

1 - AD/OSA
1 - RB/OSA
1 - ADDRESSER
1 - FB/OSA
1 - AD/OSA
1 - RB/OSA